

PART II – INSTRUCTIONS AND EVALUATION CRITERIA

16th Annual UST/LUST National Conference

Lodging, Meeting Rooms and Audiovisual Procurement

- 1.0 Clause 52.212-1 Instructions to Offerors -- Commercial Items (OCT 2000)**, which is incorporated into the RFQ by reference (see Block 27A, SF 1449), provides guidance on preparing and submitting quotations. For the purpose of this RFQ, all references in this clause to “offeror” and “offers” should be read as “quoters” and “quotations/quotes”. Paragraph “(b) Submission of offers” of Clause 52.212-1 is replaced, in its entirety, by the guidance that follows.

Questions concerning this RFQ should be submitted by email to Valentino.thomas@epa.gov or Hilliard.Gloria@epa.gov by 12 noon, Eastern Standard Time, July 31, 2003. An amendment will be posted to the EPA website that will provide responses to all questions received, if any.

2.0 General Requirements

Please submit **three (3) copies of your** written quote package to the office specified in this RFQ at or before the time specified in this RFQ (see SF1449, block 8 for date and time and block 9 for office). Instructions for hand-carried/courier-delivered quotes are at the end of this Part II.

Note: EPA is experiencing significant delays in receiving mail from the US Postal Service. Please use one of the express delivery services to ship your proposal to EPA.

Deadline for Receipt of Quotes is Thursday, August 7, 2003 at 3:00pm EDT. You assume full responsibility for ensuring that your quote is received by the deadline date and time.

Quotes must be prepared in accordance with the instructions in this Part. Failure to substantially comply with these instructions, in either format or content, may lead to the rejection of a quote.

3.0 Contents of Quote and Completion Instructions

You must include *three (3)* paper copies of the following documents in your quote:

SF 1449

ALL CLINS 1-9

Complete and return the following as part of your quote. Provide a completed copy of the representations and certifications found in provision 52.212-3, Offeror Representations and Certifications - Commercial Item. (Attached to CLINs). In addition, complete and return all information requested that is attached to the Request for Quotation.

Hand-Carried/Courier-Delivered Quotes

All hand-carried and courier-delivered quotes must be submitted to the EPA at the following address:
NO ELECTRONIC COPIES OR FAX COPIES OF QUOTATIONS WILL BE ACCEPTED.

FOR US MAIL:

**Environmental Protection Agency
BID and PROPOSAL ROOM, Mail Code 3802R
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460**

ATTN: Joan C. Thurman

FOR COURIER:

**U.S. Environmental Protection Agency
BID and PROPOSAL ROOM, Mail Code 3802R
Ronald Reagan Building, 6th Floor
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20004**

ATTN: Joan C. Thurman

**Place RFQ NUMBER (RFQ-DC-03-00300) on your Quotation Package
Place your company address and contact representative's name**

Disposition of Quotes

After evaluation, selection, and contract award, unsuccessful quotes will be disposed of as follows - one copy will be retained by the EPA and the remaining copies will be destroyed.

EVALUATION OF QUOTATIONS

4.0 52.212-2 Evaluation-Commercial Items (Jan 1999)

(a) The Government will award a contract resulting from this RFQ to the responsible offeror whose offer conforming to the RFQ will be most advantageous to the Government, price and other factors considered.

The factors listed in section 4.0 below will be used to evaluate the offer. The evaluation factors are listed in order of importance.

(b) Options. The Government will evaluate quotes for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

5.0 Basis for Award

This procurement is being solicited, offered, evaluated, and awarded using the simplified acquisition procedures using FAR Part 12, Acquisition of Commercial Items. The EPA will award a contract resulting from this RFQ to the responsible offeror (FAR Subpart 9.104) whose quote, conforming to the RFQ, will be most advantageous to the EPA, price and other factors considered.

The EPA will use the following factors, listed in descending order of importance, to evaluate quotes:

- Acceptability
- Suitability
- Past Performance
- Price

6.0 The following methodology will be used to evaluate quotes.

- First, the EPA will determine if a quote is acceptable. If a quote is not acceptable, it may be dropped from consideration and the other evaluation factors not considered.
- Second, the EPA will evaluate suitability and past performance of hotels submitting acceptable quotes.
- Third, the EPA will evaluate the price of all hotels who submit acceptable quotes.
- Fourth, the EPA will conduct on-site visits to the top seven (7) hotels that were selected based on acceptability of the quote, suitability, past performance, and price combined.

7.0 Evaluation Factors

1. Acceptability. To be considered for award, a vendor must agree to, and conform with, all the terms and conditions of the RFQ. If a quote is not initially acceptable, it may be dropped from consideration, and the other evaluation factors not evaluated. Acceptability will be scored on a “pass/fail” basis.
2. Suitability. Suitability encompasses all factors that contribute to the conference attendee's comfort and safety and to the overall success of the conference held at the hotel. Evaluation of suitability will be a subjective assessment of the features offered by the hotel.

The suitability assessment will focus on, but not be limited to: (1) *Meeting Rooms and Function Space Availability*: meeting rooms and function space availability during March; can accommodate conference meeting days of Monday and Wednesday; can accommodate adjunct meetings on Sunday through Friday during the same week as the Conference; can accommodate each meeting room and function space requirement; can accommodate the Conference Agenda Planning Meeting Room and Function Space in the Fall of 2003. (2) *Lodging Availability*: can provide sleeping rooms at the current Federal lodging rate; can provide sleeping rooms three (3) days prior to and three (3) days after the core Conference meeting days; can provide the minimum room block; can provide the minimum room block for the Conference Agenda Planning Meeting in the Fall of 2003. (3) *Location Accessibility*: average daytime (50 degrees or above) and nighttime temperatures (does not fall below 50 degrees) in March; and average precipitation in March. (4) *Facility Features*: number of total sleeping rooms and guest floors; proximity of facility to nearest major airport (e.g., miles one-way); ground transportation availability, cost, and hours of operation; FEMA certification; ADA compliance; VIP treatment and amenities; guest room and occupancy tax prices and tax exempt policy; and complimentary guest room policy. (5) *Meeting Room Features*: Available square footage; flexibility of making on-site changes to room assignments and set-ups, including fees, if any; complimentary meeting room policy; complimentary meeting room amenities and equipment; storage space policy and price; receiving of conference materials (policy and price). (6) *Audiovisual Equipment and Labor*: Completed chart in the attached CLIN template; provided total sum rental price for the audiovisual equipment rental and labor charges; and policy and surcharges, if any for use of an outside audiovisual equipment vendor. (7) *Business Center Services Charges*: Completed chart in the attached CLIN template; provide total sum of services.

The EPA will base its rating of these features solely on the information provided in each quote. Suitability is an adjectival (Superior [of great value or excellence; extraordinary; better than average], Adequate [sufficient to satisfy a requirement or meet a need], Poor [lacking in a specified resource or quality]), scored evaluation factor.

3. Past performance. Past performance is considered to be the hotel's relevant conference related conference related history. Especially relevant are a hotel's record of conforming to contract requirements; a hotel's commitment to customer satisfaction; and, generally, a hotel's reputation for demonstrating a business-like concern for the interests of its customers. Past performance is a "pass/fail" evaluation factor.
4. Price. Price is the total evaluated price. EPA will base total evaluated price on the prices quoted for all CLINs listed in Part I. The total evaluated price will be based on the "estimated maximum" quantities shown for each CLIN multiplied by the unit prices quoted. Price is not a scored evaluation factor. EPA will use total evaluated cost as part of its best value analysis.
5. On-Site Visit. The on-site visit will occur once the top seven (7) hotels are selected from all the offers. Once the top seven (7) hotels are selected, they will receive notification from EPA of their selection. The COTR/Designee will contact the top seven (7) hotels to schedule the on-site visits. The on-site visits will be evaluated according to the (1) *Facility*: physical, appearance, cleanliness, ventilation, and general lighting features of the hotel; ADA implementation; number and location of guest elevators; availability of recycling by conferees of office paper, aluminum cans, and drink bottles during the Conference; types and dates of last previous and future renovations; technology features and capabilities (complimentary and fee-based); proximity to nearest hospital, police station and fire department; smoking policy in public areas; gratuity or service charges; business service availability and price; employee and city services unions' existence and contract expiration dates; on-site parking availability and price; availability of public transportation between the hotel and the airport; accessibility to airport; characteristics of the neighborhood in which the hotel is located; types of and proximity to on-site and off-site services and amenities; and proximity to off-site food establishments and their convenience, cost, and hours of operation. (2) *Meeting Rooms and Function Space*: number of elevators and escalators to meeting room and function space; proximity to and number of restrooms; proximity to and number of public telephones; overall condition, appearance, ventilation, and lighting; room size, dimension, and shape; obstructions (such as pillars); temperature control capabilities and location; lighting and light controls; ADA implementation; accessibility to rooms; appropriateness for UST/LUST National Conference; size of foyer areas and mingling space; level of and type of soundproofing; proximity of rooms to each other; proximity to potential distractions; and proximity to kitchen. (3) *Guest Room Features*: ADA implementation; overall condition (soft goods clean and in good condition, etc.), cleanliness, appearance, and ventilation; security; and safety and fire devices and locations; number of rooms (smoking, non-smoking, single and double occupancy, suites); reservation process and policy; guest services and amenities (complimentary and fee-based); check-in and check-out policies and times; cancellation policy; and late arrival policy.

On-Site Visit is an adjectival (Superior [of great value or excellence; extraordinary; better than average], Adequate [sufficient to satisfy a requirement or meet a need], Poor [lacking in a specified resource or quality]), scored evaluation factor.

